

~~SECRET~~

25X1A9a

2 FEB 1956

25X1A9a

MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 26 January 1956
Through 1 February 1956

1. T/O Proposals Processed: Three (3) T/O proposals involving eight (8) position actions were processed and approved this week. T/O proposals MS-729 and 730 from TSS were returned for inclusion in their revised T/O which is currently in process. Five (5) T/O proposals, those submitted by NEA, FI, SR, FE and SE were returned to the respective staff and divisions for adjustment and revision to equal authorized ceiling. MS-681, the PP Staff T/O, was returned in that it reflected no change to the existing official T/O structure. Members of this staff are currently working with the NEA, SR, TSS, CI, EE, FE, and SE divisions in assisting them in this T/O analysis and adjustments and preparation of revised T/O submissions.
2. T/O Proposals in Process: A total of twelve (12) T/O proposals are in process. Three of these represent major DD/P staff and division T/O submissions of IO, TSS, and EE and their detailed analysis is currently underway. Processing of the remaining nine (9) T/O proposals is expected to be accomplished in normal routine fashion.
3. Study of Staff Employee and Staff Agent Procedures and Policies: SE processing procedure for overseas assignment is under study; flow charts from the FE Division are being prepared and one or two test cases of typical processing procedure will be made. It is planned at present to confine this study to DD/P Area since the largest number of Agency personnel affected are in this area.
4. MS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": Processing of final completed staff study is presently halted pending resolution of concurrence action by General McClelland.
5. Manpower Control System: T/O (Staffing Complement) for Commo has been developed and printed. This SC is based on work burden and equals ceiling. Final procedures being drafted which have the concurrence of Office of Personnel and Commo. It is anticipated that system will be in full swing by 15 February 1956.
6. MS Project 6-19 "Study of OTH Clerical Training": Resumption of this project is delayed pending completion of MS Project 6-18.

~~SECRET~~

~~SECRET~~

7. MS Project 6-17 "Nomenclature and Personnel Reporting, DD/P Area": Completed and forwarded to the DD/S 27 January 1956.

8. MS Project 6-18 "Study of Delays in Pouch Service": Abstraction of data from the Pouch Manifest Files and Registered Mail Receipt Files of RI/D&P/Outgoing Section continues. Due to the length of time required to complete this project an Interim Progress Report is being prepared for the information of the Director and DD/S.

25X1A9a

9. Mr. [REDACTED] lectured to the Management Course group in training for the second time.

10. Discussions were held with Mr. [REDACTED] at the request of SSA-DD/S on methods to improve the CSI regulatory system.

25X1A9a

- - - - -

SUMMARY: Three T/O proposals completed; eight proposals returned to DD/P Staffs and Divisions of which two are included in a revised submission, one withdrawn as not required and five to be reworked for future submission. Twelve T/O's are in process. MS Staff assistance currently being given to eight DD/P Staffs and Divisions regarding their organizational T/O proposals. Staff Employee and Staff Agent Procedure and Policy Study has been started. Further action Cable Secretariat Study unresolved. Continued progress is being made on Manpower Control System. Clerical Training Study is delayed in that concentration is being given to the completion of the Pouch Delay Project.

25X1A9a

[REDACTED]
Chief, O&M Staff, DD/P Area

~~SECRET~~